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Command Policy



**HIGHER HEADQUARTERS INSPECTION
REPORT PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 305 AMW/IGI (Mr. George Hancock)
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This instruction establishes responsibilities for inspection reports pertaining to units inspected by higher headquarters and inspected or assessed by 305 AMW Readiness and Inspections (IGI). It outlines policies on processing responses to inspection reports, staff assistance visits, Compliance Inspection Items (CII), Special Interest Items (SIIs), Unit Self-Inspection Program (USIP), information from the Crosstell Program and special subject instructions. All 305 AMW units will comply with the provisions of this instruction.

SUMMARY OF REVISIONS

Revisions were made to bring this instruction into compliance with AMCI 90-201, *The Inspection System*. This instruction makes changes to the responsibilities of the Chief, Wing Readiness and Inspections. Minor updates/changes have been made to the procedures, the crosstell program and the unit self-inspection program. **A bar (|) indicates a change since the last edition.**

1. Responsibilities.

- 1.1. The Chief, Wing Readiness and Inspections (305 AMW/IGI) will monitor all inspections, staff assistance visits, Compliance Inspection Items, Special Interest Items, Unit Self-Inspection Program, information from the Crosstell Program and special subject instructions for the 305 AMW Vice Commander.
- 1.2. The Vice Commander (305AMW/CV), with coordination from 305 AMW/IGI, determines the Office of Primary Responsibility (OPR) and/or Office of Collateral Responsibility (OCR), and the desired staffing actions on inspection observations and special subject instructions.
- 1.3. Designated OPRs and OCRs are responsible for completing any and all actions as directed.

2. Procedures.

2.1. Wing Expeditionary Operational Readiness Inspection (EORI), Limited Operational Readiness Inspections (LORI), Enroute Readiness Inspection (ERI), Unit Compliance Inspections (UCI), Nuclear Surety Inspection (NSI), and Staff Assistance Visit (SAV) observations/findings:

2.1.1. The 305 AMW/IGI will post copies of 305 AMW inspection reports in the Public Folders, 305 Air Mobility Wing, 305 AMW, 305 Readiness & Inspections for the appropriate functional manager (OPR) to review and accomplish the necessary action to be taken for any and all observations. The OPR will staff and coordinate proposed responses and forward all responses to 305 AMW/IGI or higher headquarters through the 305 AMW/IGI, if the basic report states a response is needed.

2.1.2. OPRs will also provide responses to 305 AMW/IGI for observations not requiring higher headquarters replies for internal wing discrepancy monitoring.

2.1.3. The OPR for observations must work with all the OCR to ensure the responses to observations are complete and correct. All responses to observations that can't be corrected by the wing's suspense date must have an estimated completion date.

2.1.4. The OPRs respond through command channels to 305 AMW/IGI. 305 AMW/IGI will review corrective actions for adequacy, consolidate the full report, and send it to 305 AMW/CV and 305 AMW/CC for their review. If a response is not adequate, 305 AMW/IGI will coordinate with the appropriate OPR for review and rewrite.

2.1.5. If an OPR receives a progress report request from higher headquarters on an observation, the OPR will send the request immediately to the 305 AMW/IGI for assignment of a wing suspense date. Send all replies to progress reports to 305 AMW/IGI enroute to the Wing Command Section for final coordination and signature.

3. Compliance and Special Interest Items.

3.1. 305 AMW/IGI, upon receipt of a higher headquarters CII/SII, will forward the correspondence with the applicable checklists/inspection guide to the designated OPR. Normally, an OPR will have 30 days to complete the inspection and reply in writing to 305 AMW/IGI.

3.2. The OPR will forward a copy of the inspection results to 305 AMW/IGI NLT the established suspense date set by 305 AMW/IGI. Indicate whether an item is open (with estimated completion date) or closed for each response.

3.3. 305 AMW/IGI will review the response for correct format, action taken, and will monitor any open inspection items until the unit completes the inspection or takes corrective action.

3.4. The OPR will incorporate applicable CII/SII into their unit self-inspection checklists.

4. Crosstell Program.

4.1. HQ AMC/IG electronically posts EORI, LORI, ERI, UCI, and NSI reports of other AMC Wings/Units to their web page for 305 AMW information.

4.2. 305 AMW/IGI will review EORI, LORI, ERI, and NSI reports, designate local OPRs, and will send observations to the appropriate OPRs for response, if required.

4.3. The OPR will review observations and take action to ensure that:

- 4.3.1. Similar deficiencies do not exist or are corrected.
- 4.3.2. They apply noteworthy management actions as appropriate.
- 4.3.3. They maintain a copy of the observations as part of the Unit Self-Inspection material.
- 4.4. The OPR, if tasked, will forward a copy of the crosstell response to 305 AMW/IGI NLT the suspense date set. Indicate whether an item is open (with estimated completion date) or closed for each response.
- 4.5. OPRs will close open items as soon as practical. 305 AMW/IGI will track open items through OPR monthly progress reports.
- 4.6. The OPRs will ensure positive and effective corrective action for each self-inspection and maintain pertinent information and monitor the current status of corrective action progress.
- 4.7. Commanders/functional managers will brief the Wing Commander on the status of open items during the Wing Commander update briefings.

5. Unit Self-Inspection Program.

5.1. The Self-Inspection program is an AMC directed, wing commander program that focuses on high priority items of interest within each functional staff area of responsibility. The purpose of Self-Inspections is to provide commanders with a tool for internal assessment of unit health and to complement external inspections and assessments. Self-inspection checklists are posted on the web site of the respective HQ AMC functional area. These checklists are for use in conjunction with other AMC inspection checklists and AMC Unit Level Mission Essential Tasks. The wing commander has determined the Unit Self-Inspection Program will be used to track EORI, LORI, ERI, UCI, NSI, CII, SII, MOBEX, and Crosstell observations. The 305 AMW self-inspection program has four main goals, which all working levels should meet:

- 5.1.1. Develop quality consciousness among personnel.
 - 5.1.2. Provide early detection of deviations from established procedures.
 - 5.1.3. Determine adequacy and effectiveness of internal control.
 - 5.1.4. Identify weaknesses and problems for management action.
- 5.2. Responsibilities.
- 5.2.1. For the Vice Commander, the Chief, Wing Readiness and Inspections (305 AMW/IGI) is responsible for and monitors the self-inspection program, conducts staff assistance visits or inspections of unit's self-inspection program, and helps ensure units correct discrepancies discovered through inspections, crosstells, CIIs, or SII's.
 - 5.2.2. Group/Unit Commanders and Staff Agencies Chiefs will:
 - 5.2.2.1. Review self-inspection programs in their unit semi-annually.
 - 5.2.2.2. Assign, in writing, a USIP monitor. Forward the appointment letter to 305 AMW/IGI with a copy filed with commander. Submit updated letters as necessary.
 - 5.2.2.3. Forward major unit observations, which call for specific attention, to 305 AMW/CV, when necessary.

5.3. USIP Monitor will:

5.3.1. Maintain self-inspection material applicable to their unit. This material should include, but is not limited to:

5.3.1.1. AFI 90-201, *Inspector General Activities*, and MAFBI 90-201, *Higher Headquarters Inspection Report Procedures*.

5.3.1.2. HQ USAF and AMC inspection guides/checklists and TIG Brief inspection guide extracts.

5.3.1.3. Quarterly listing of current TIG, CIIs, SII's, applicable to the unit.

5.3.1.4. Crosstell observations from other AMC units.

5.3.1.5. Observations from the most recent HHQ inspections.

5.3.1.6. Wing Staff Assistance Visit reports.

5.3.1.7. Observations from self-inspections.

5.3.1.8. All related audits with responses and corrective actions.

5.3.2. Conduct semi-annual and no-notice inspections of unit work centers. These inspections may be conducted in conjunction with local exercises and reported concurrently.

5.3.3. Distribute appropriate self-inspection material to work centers.

5.3.4. Report major observations to the next higher echelon of supervision; maintain a complete list of discrepancies and status of unit inspections.

5.3.5. Request and assign, whenever possible, impartial qualified personnel to help conduct inspections.

5.3.6. Review open observations regularly and change the status as required.

5.3.7. Brief their unit commander/supervisor at least semi-annually.

5.4. Work Centers will:

5.4.1. Maintain the following for review:

5.4.1.1. An up-to-date self-inspection checklist.

5.4.1.2. Open self-inspection observations, to include date of discovery, status of corrective action, and estimated completion date.

5.4.1.3. Copies of applicable reports.

5.4.1.4. Other related inspection observations and applicable items plus any other items deemed appropriate by the organizational USIP monitor.

5.4.2. Initiate required corrective action following each self-inspection and revise report completion date to the USIP monitor.

5.4.3. Conduct follow-up inspections of areas the work center considers necessary or as directed by the unit commander.

5.4.4. Record results of self-inspection and forwards a copy of each inspection to the unit commander.

TERESA M. PETERSON, Brig Gen, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 90-201, *Inspector General Activities*

AMCI 90-201, *The Inspection System*

Abbreviations and Acronyms

AMC—Air Mobility Command

CII—Compliance Inspection Items

EORI—Expeditionary Operational Readiness Inspection

ERI—Enroute Readiness Inspection

LORI—Limited Operational Readiness Inspection

MOBEX—Mobility Exercise

NLT—No Later Than

NSI—Nuclear Surety Inspection

OCR—Office of Collateral Responsibility

OPR—Office of Primary Responsibility

SAV—Staff Assistance Visit

SII—Special Interest Items

TIG—The Inspector General

UCI—Unit Compliance Inspections

USIP—Unit Self-Inspection Program